

**PJSC "Higher Educational Institution "Interregional Academy of
Personnel Management"**

Approved:
By the decision of the Academic Council
PJSC "IAPM"
(Minutes No. 5 of 29 June 2022)

**PROVISIONS
ON THE RATING OF SCIENTIFIC AND PEDAGOGICAL STAFF,
DEPARTMENTS, INSTITUTES, FACULTIES AND SEPARATE
STRUCTURAL UNITS OF PJSC "HEI "INTERREGIONAL ACADEMY
OF PERSONNEL MANAGEMENT**

Kyiv
2022

CONTENTS

1. GENERAL PROVISIONS.....	3
2. METHODOLOGY FOR CALCULATING THE RATING OF RESEARCH AND TEACHING STAFF, DEPARTMENTS, INSTITUTES, FACULTIES AND SEPARATE STRUCTURAL UNITS	5
3. ORGANISATION OF CALCULATIONS OF THE RATING OF SCIENTIFIC AND PEDAGOGICAL WORKERS, DEPARTMENTS, INSTITUTES, FACULTIES, AND SEPARATE STRUCTURAL SUBDIVISIONS	5
4. THE PROCEDURE FOR PUBLISHING AND USING THE RATING.....	7
5. APPLICATION OF THE RATING SYSTEM OF EVALUATION.....	8
6. METHODOLOGY OF RATING ASSESSMENT.....	9
Appendix 1. ACADEMIC WORK	
Appendix 2. RESEARCH WORK	
Annex 3. ORGANISATIONAL WORK	
Annex 4. OTHER ACTIVITIES (ADVANCED TRAINING, EDUCATIONAL WORK, INTERNATIONAL ACTIVITIES)	

1. GENERAL PROVISIONS

1.1. This Regulation regulates the procedure for organising and conducting a rating assessment of the educational, scientific, organisational and other work of the academic staff of PJSC "Higher Educational Institution "Interregional Academy of Personnel Management" (hereinafter referred to as the Academy), defines the concept of rating, the methodology for its calculation to assess the performance of academic staff, departments, educational and separate structural units of the Academy.

The Regulations were developed in accordance with the Law of Ukraine "On Higher Education", regulations of the Cabinet of Ministers of Ukraine, the Ministry of Education and Science of Ukraine, which relate to the evaluation of higher education institutions and their employees, the Charter of IAPM, "Program of Quality Assurance in PJSC "Higher Educational Institution "Interregional Academy of Personnel Management" (Protocol No. 2 of the Academic Council of 27.09.2017), considered at a meeting of the Scientific and Methodological Council, approved by the decision of the Academic Council of IAPM and put into effect by the order of the President of the Academy.

1.2. *The rating of scientific and pedagogical workers* is a quantitative indicator of the effectiveness of the work of full-time scientific and pedagogical workers of the departments of the Academy, which is formed by the main activities.

1.3. The *ranking of departments, academic units and separate structural subdivisions* is a numerical indicator of the assessment of their achievements in the relevant activities in the classification list, which is compiled annually. Performance is evaluated according to the rating indicators.

1.4. The purpose of introducing the rating assessment at the Academy is:

- improving the efficiency and effectiveness of the professional activities of research and teaching staff;
- ensuring transparency and objectivity of the performance evaluation of the academic staff of the Academy;
- ensuring competition, increasing motivation and labour efficiency;
- accumulation of data to identify the dynamics of the activities of departments, institutes/faculties and separate structural units of the Academy;
- stimulating the activities of research and teaching staff aimed at improving the quality of education.

1.5. The main tasks of the rating assessment are:

- creation of an information base for analysing and evaluating the performance of research and teaching staff, departments, institutes, faculties and separate structural subdivisions of the Academy;
- Increasing the interest of academic staff in improving their professional qualifications, in mastering advanced pedagogical experience, in a creative approach to the teaching process;
- Ensuring objective assessments of the quality of activities of research and teaching staff, departments, institutes, faculties and separate structural units due to the completeness and reliability of information;
- strengthening of collective interest in improving the final results of the preparation of rating indicators;
- development and use of unified comprehensive criteria for assessing and monitoring the level and effectiveness of the activities of research and teaching staff, departments, institutes, faculties and separate structural subdivisions of the Academy;
- activation and stimulation of activities that orientate and contribute to the improvement of the Academy's rating and its development in general, creation of conditions for the professional growth of research and teaching staff;
- identifying shortcomings and problematic issues in the activities of research and teaching staff, departments, institutes, faculties and separate structural units of the Academy;
- determination of the best scientific and pedagogical workers, departments, institutes, faculties and separate structural subdivisions of the Academy according to the rating indicators;
- improvement of the system of material and moral incentives for the activities of research and teaching staff, departments, institutes, faculties and separate structural subdivisions of the Academy.

1.6. The organisation of the rating is based on the following principles:

- *compliance* of the evaluation content with the priority directions of the Academy's development;
- *objectivity and reliability* of the information received;
- *publicity, efficiency and systematicity* of the rating assessment;
- *competence and objectivity of the evaluators*;
- *stimulating* the participants of the rating assessment to improve the results of professional activity.

1.7. The introduction of the rating assessment of the activities of research and teaching staff, departments, institutes, faculties and separate structural subdivisions of the Academy is an integral element of the implementation of the monitoring system as part of the process of ensuring and managing the quality of higher education, the quality control system of educational services of the Academy, stimulating the improvement of qualifications, professionalism,

productivity of educational and scientific work, development of the creative initiative of the academic staff of the Academy.

1.8. The main requirements for the rating system are:

- objectively determined number of indicators that characterise the professional activity of the rating participants;
- assessment of the compliance of the academic staff with the job qualification requirements and job descriptions, as well as their personal contribution to solving problems for the quality of the educational process at the Academy;
- the possibility of supplementing and changing the rating indicators;
- constant study and consideration of the experience of other higher education institutions;
- development of recommendations for stimulating each participant of the rating assessment (awards, awarding titles in the nominations - "Teacher of the Year", "Best Department of the Year", "Best Institute of the Year", "Best Faculty of the Year", "Best SPE of the Year")

1.9. The rating assessment is carried out on the basis of information on the activities of the academic staff and academic departments of the Academy for the reporting academic year.

1.10. All educational subdivisions of the Presidential University and separate structural subdivisions of the All-Ukrainian University of the PJSC "Higher Educational Institution "Interregional Academy of Personnel Management" are subject to rating assessment.

2. METHODOLOGY FOR CALCULATING THE RATING

2.1. Ratings of full-time academic staff of the Academy are determined taking into account the position held. The following groups of academic staff of the Academy participate in the rating:

- Head of the Department;
- Deputy Head of the Department;
- professor
- associate professor
- senior lecturer;
- lecturer.

2.2. The rating of scientific and pedagogical workers, departments, institutes, faculties and separate structural subdivisions of the Academy is determined by the results of the academic year and takes into account the specifics of professional activity in the main areas of activity

- educational work
- scientific work;
- organisational work;

- other activities (advanced training, educational work, international activities).

2.3. The rating of a full-time research and teaching staff member, department, academic and separate structural subdivision consists of the total number of points for elementary completed types of work that relate to the relevant areas of activity and are documented.

2.4. The results of the rating assessment shall be approved annually by the decision of the Academic Council of the Academy.

3. ORGANISATION OF RATING CALCULATIONS

3.1 The Academic Council of the Academy has the right to introduce additional indicators that are important for the development of the Academy and annually approves the weighting coefficients of each type of work of the academic staff/departments/academic units, including separate ones.

3.2. By 10 July, the rating participants submit data on the results of their activities in electronic and printed versions (with annexes) to the department of the institute/faculty/academic subdivision.

3.3 The rating is calculated for the period from 01 September of the previous year to 30 June of the current year.

3.4. Indicators are formed at the departments of the Academy based on the results of work in the reporting academic year, discussed at the meeting of the department and the Academic Council of the institute and submitted to the Rector's Office no later than 15 July in electronic and printed versions (with annexes), approved by the minutes of the department meeting, the head of the department and the director of the institute / dean of the faculty.

3.5. The President of the Academy shall approve the composition of the rating assessment commission in accordance with the areas of work.

3.6. The information is checked by the commission from 15 to 30 July in the areas of work of research and teaching staff/departments/educational and separate structural units in accordance with the approved methodology and evaluation criteria. The Commission summarises the results of the rating in these areas of work.

3.7. The results of the inspection shall be drawn up in minutes, signed by the members of the commission and submitted to the chairman of the commission no later than 01 August of the reporting year.

3.8. To calculate the rating, the commission systemises and summarises the information of the rating assessment indicators.

3.9. The rating is calculated according to the system of indicators and methodology approved by the Academic Council of the IAPM.

3.10. The chairman of the rating commission is the rector of the Academy, the deputy is the vice-rector of the Academy.

The Rating Commission includes: vice-rectors, representatives of departments, centres, divisions, etc.

3.11. The meeting of the Rating Commission is valid if more than 50% of the members of the Commission are present at the meeting.

3.12. The members of the Rating Commission are obliged to ensure the confidentiality of the information received, unless otherwise provided by these Regulations and other regulatory documents of the Academy.

3.13. The Rating Commission performs the following tasks and functions:

- analyse the procedure for conducting the rating assessment and make proposals for its improvement;

- analyses the results of the rating assessment of the current academic year;

- make decisions on the use of additional indicators in the rating and submit their proposals for consideration by the Scientific and Methodological Council and the Academic Council of the Academy;

- decide on the recommendation of the best indicators for awarding them in accordance with these Regulations. Decisions are made on the basis of the calculations. Recommendations shall be submitted by the Rating Commission to the Academic Council of the Academy by 15 August of the current year;

- considers appeals from the heads of the Academy's academic departments to optimise and improve the IAPM Education Quality Competition.

3.14. The Rating Commission meets in accordance with the work plan approved in accordance with the established procedure.

3.15. The results of the Academy's rating are drawn up by the minutes of the meeting of the Rating Commission by 15 August of the current year.

3.16. The academic staff of the department together with the head of the department are personally responsible for the data submitted to the competition.

4. PROCEDURE FOR PUBLISHING AND USING THE RATING

4.1 The results of the rating assessment are public.

4.2 Information about the results of the rating assessment is published before the beginning of the new academic year at an open meeting of the Academic Council of the Academy, according to the plan of meetings.

4.3. Heads of departments, directors of institutes, deans of faculties, directors of separate structural units receive information on the ratings of all full-time research and teaching staff working in their units, minimum, average and maximum rating values by position.

4.4. Research and teaching staff receive information about their own rating, minimum, average and maximum rating values in the group by position to which the research and teaching staff belongs.

4.5. Information on the results of the rating assessment of the departments shall be discussed at meetings of the departments, academic councils of institutes, faculties and the Academic Council of the Academy.

4.6. The rating system is used to conduct an annual summary of the activities of research and teaching staff for making personnel decisions by the management of departments, institutes, faculties, separate structural subdivisions of the Academy and providing recommendations for improving their activities.

4.7. The information obtained as a result of the competition shall be used to stimulate the academic staff (when awarding bonuses, establishing allowances, presenting for awarding honorary titles, etc.)

5. APPLICATION OF THE RATING SYSTEM OF EVALUATION

5.1 Ratings are the basis for stimulating the activities of research and teaching staff by encouraging or strengthening the material and technical base of the department.

5.2. The results of the rating assessment are used when making decisions on:

- competitive selection for vacant positions of research and teaching staff, etc.

- moral and material encouragement of the academic staff of the departments, institutes, faculties, separate structural subdivisions of the Academy.

5.3. The competition "Quality of Education at IAPM" is annual and is held to determine the results of work for the academic year:

- **the best scientific and pedagogical workers (TOP 5)** with the awarding of a diploma (design of the Academy) and a monetary reward.

- **the best departments** and awarding them the appropriate title of the winner of the competition (I place) and laureates of the competition (II and III places) with the award of a diploma (Academy design) and a monetary reward;

- **the best institute** with a diploma (Academy design) and a cash prize.

- **the best faculty** with a diploma (Academy design) and a cash prize.

- **the best separate structural subdivisions of the Academy** and awarding them the respective title of the winner of the competition (first place) and laureates of the competition (second and third places) with the award of a diploma (design of the Academy) and a monetary reward;

5.4. The financial reward is a one-time payment. The funds are distributed among all employees of the educational unit at the regular meeting of the department/institute/faculty/academic department/academic department, according to the personal contribution of each employee to the final result, by unanimous vote of all members of the meeting.

The presence of all rating participants at the meeting is mandatory.

The meeting is valid if more than 80% of the employees of the training unit are present at the meeting.

